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MICROGRAPHICS Bulletin

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INTRODUCTION TO MICROGRAPHICS

20 April 1982

Room 601 Chamber of Commerce

STAT

✓	0900	0910	Welcome
✓	0910	0945	"Micrographia Slide Show"
	0945	1015 (30)	Microforms, Film Processing
	1015 (30)	1045	Break
	1030 (45)	11.15	Indexing Techniques: Roll and Fiche
	11.15	1130	Developing & Implementing an Application
	11.30	11.45	User Equipment
	1200	1300	Lunch
	1300	1330	Micropublishing
	1330	1430	Agency Application (ADSTAR)
	1430	1445	Break
	1445	1500	Introduction to Computer Output Microfilm (COM)
	1500	1545	COM: Agency System Capabilities
	1545	1600	Questions, Epilogue and Critique

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MICROGRAPHICS Bulletin

INTRODUCTION TO MICROGRAPHICS

1. Welcome

   Course Administration
   Parking
   Hours

2. Micrographia

   Agency Produced Overview of Micrographics in CIA

3. Microforms, Filming, Processing

   Types of Microforms
   Film Processing
   Film Inspection
   Production Equipment
   Quality Control

4. Indexing Microforms

   Roll Film - 16 & 35mm
   Jackets
   Aperture Cards
   Microfiche - Source Document and COM

5. Developing and Implementing an Application

   Problem Definition
   Records Management Process
   Form 3239
   OIS Review
   Approval
   File Preparation
   Records Schedule Changes
   P&PD Work Order, Form 70
   Production Scheduling
   Film Inspection
   Film Verification

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MICROGRAPHICS Bulletin

6. User Equipment

   Office Cameras & Duplicators
   Readers
   Reader Printers
   Filing Equipment
   Updatable Micrographics

7. Micropublishing/Microrepublishing

   Fininte11 Program
   FBIS
   JPRS

8. Agency Application

   ADSTAR or DORICW

9. Introduction to COM

   History
   Overview of Technology
   Alpha-numeric
   Graphic
   Systems Considerations

10. Agency COM System Capabilities

    Black & White
    Color
    Graphics
    Slides
    Job Processing
    Graphics COM Movie

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	0945	1015	45 MIN Microforms, Film Processing
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**	1045	1145	Developing & Implementing an Application
	1145	1200	User Equipment
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	1330	1430	Agency Application (ADSTAR)
	1430	1445	Break
	1445	1500	Introduction to Computer Output Microfilm (COM)
	1500	1545	COM: Agency System Capabilities
	1545	1600	Questions, Epilogue and Critique

SHUTTLE
1600
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